
UPPER MORELAND HIGH SCHOOL

Memorandum

TO: All Faculty Members
FROM: Charlene M. Collins
SUBJECT: Mid-Term Exam Schedule
DATE: 1/13/2014

Posted below are the specifics regarding this year's mid-term exam schedule.

Mid-Term Exam Schedule January 22, 23, 24, 2014

| DATE | SCHEDULE | TIMES |
|-------------------|--|---|
| Wed. 1/22/14 | Period 1 Exams Period 2 Exams Make-up/Conflict exams | 7:45am – 9:15 am 9:30 am – 11:00 am 11:15am – 2:16 pm |
| Thurs. 1/23/14 | Period 3 Exams Period 4/5 & 5/6 Exams Period 6/7 & 7/8 Exams Make-up/Conflict Exams | 7:45 am – 9:15 am 9:30 am – 11:00 am 11:15 am – 12:45 pm 1:15 pm – 2:16 pm |
| Friday 1/24/14 | Period 9 Exams Period 10 Exams Make-up/Conflict Exams | 7:45 am – 9:15 am 9:30 am – 11:00 am 11:15 am – 2:16 pm |

Students may leave at the end of the exam period. However, all buses will dismiss at 2:16.

Students who remain in the building beyond the exam period must follow the schedule below:

| DATE | SCHEDULE | TIMES |
|-------------------|---|--|
| Wed. 1/22/14 | 4th & 8th Pd Lunch Period 4/5& 7/8 6th Pd Lunch Period 5/6 & 6/7 Period 9 Period 10 | 11:18am – 11:38am 11:18am – 11:38am 11:41am – 12:01pm 11:41am – 12: 01pm 12:04pm - 1:08pm 1:11pm – 2:16pm |
| Thurs. 1/23/14 | Period 1 Period 4/5 or 5/6 | 12:48-1:30 1:33- 2:16 |
| Friday 1/24/14 | 4th & 8th Pd Lunch Period 4/5& 7/8 6th Pd Lunch Period 5/6 & 6/7 Period 2 Period 3 | 11:18am – 11:38am 11:18am – 11:38am 11:41am – 12:01pm 11:41am – 12: 01pm 12:04pm - 1:08pm 1:11pm – 2:16pm |

Please Note:

- Review Day for mid-term exams is Tuesday, January 21, 2014
- Students are only required to be in school during the periods they are scheduled to test
- Library will be open all day each day of testing
- Students late to a test should only be admitted with a pass from the Attendance Office
- Eastern Center students are required to attend the Eastern Center classes on Wed 1/22/14. All morning Eastern students will be excused on Thursday 1/23/14 and Friday 1/24/14. All pm Eastern students should attend Eastern at their scheduled time on Thursday 1/23/14 and Friday 1/24/14.
- There is no make-up exam day – all make-up exam time is scheduled to follow the exam period each day
- Exams should be designed to run the entire 1 hour 30 minutes of the allotted exam time
- Mid-term exams must be given in every course except those with administrative approval
- The mid-term exam in a full year class is computed as 10% of the total grade in the course
- For semester courses, the final exam which will count as 10% of the final grade
- Students with three exams in one day may see their teacher to make arrangements for an alternate test date, time and location
- Students must satisfy all obligations for semester courses before taking an exam
- **Students should remain in the exam location for the entire exam period - no student should be excused early or given a pass to leave an exam room**
- Please take appropriate measure to ensure exam security
- In case of inclement weather (school closing/delayed opening) the exams scheduled for that day will be postponed until the next day that school is in session
- During the exam period all athletics practices and other student activities will run at their regularly scheduled times
- Any student who fails to sit for a mid-term exam will receive a grade of “o” for the exam
- Breakfast will be served daily from 7:30-9:30
- Lunch will be served from 11:00-12:00 each day